

**GREENWOOD CEMETERY ADVISORY BOARD  
ORGANIZATIONAL MEETING MINUTES  
FRIDAY, JANUARY 9, 2015 AT 8:30 AM  
MUNICIPAL BUILDING, ROOM 205, 151 MARTIN**

**I. ROLL CALL**

Present: Kevin Desmond  
Pamela DeWeese  
Linda Peterson  
Laura Schreiner  
George Stern  
Barbara Thurber

Absent: Darlene Gehringer

Administration: City Manager Valentine, City Clerk Pierce, Management Analyst Thomas, and Larry Sloan and Cheri Arcome of Elmwood Cemetery

**II. ADMINISTRATION OF OATH**

The Clerk administered the oath to Ms. DeWeese and Ms. Peterson.

**III. INTRODUCTION OF MEMBERS**

The Board Members introduced themselves. Manager Valentine introduced guests Larry Sloan and Cheri Arcome from Elmwood Cemetery

**IV. ELECTION OF CHAIRPERSON & V. ELECTION OF VICE-CHAIRPERSON**

**MOTION:** Motion by DeWeese:  
To appoint George Stern as Chairperson.

**MOTION:** Motion by Desmond:  
To appoint Laura Schreiner as Chairperson.

**MOTION:** Motion by Schreiner:  
To appoint Kevin Desmond as Chairperson.

VOTE ON NOMINATION OF STERN:  
Yeas, 3 (Peterson, Stern, DeWeese)  
Absent, 1 (Gehringer)

VOTE ON NOMINATION OF SCHREINER:  
Yeas, 1 (Desmond)  
Absent, 1 (Gehringer)

VOTE ON NOMINATION OF DESMOND:  
Yeas, 1 (Schreiner)  
Absent, 1 (Gehringer)

Manager Valentine asked for a re-vote because four votes are needed to elect a chairperson. The results of the re-vote were the same as the original vote. Manager Valentine suggested that the election of the chairperson and vice chairperson be held at the next meeting.

## **VI. REVIEW OF POWERS AND DUTIES**

Manager Valentine reviewed how and why the board was established. He referred to the agenda packet given to board members.

Mr. Stern asked who makes the "reports" referred to in the ordinance. Manager Valentine explained that staff drafts report and the committee reviews, then it goes to the Commission.

Mr. Stern asked about long range planning and if the Board has a place on the agenda. Manager Valentine explained that the Long Range Planning agenda is set, and that at this time, there is nothing of relevance from the Board for the Long Range Planning meeting.

Manager Valentine also explained this board is an advisory board and they make no actions, only recommendations.

## **VII. REVIEW OF CURRENT POLICY, FEES, RESPONSIBILITIES, AND ORDINANCES GOVERNING THE CEMETERY**

Clerk Pierce briefly explained cemetery regulations, fee schedule, list of City v Contractor responsibilities and ordinances establishing the board and perpetual care fund. Mr. Stern asked about the establishment of the perpetual care fund. Manager Valentine explained that the regulations that govern the City's investment of funds are what this fund is required to comply with.

Mr. Stern commented that the City Manager was responsive to a request from the Advisory Committee regarding setting up a perpetual care fund for the Cemetery.

## **VIII. DISCUSSION OF SHORT & LONG TERM OBJECTIVES**

Manager Valentine mentioned the list of seventeen recommendations listed in the Recommendations Checklist in the agenda packet. He explained that the committee will be going over the list in the coming months.

## **IX. CONTRACTOR REPORT**

Larry Sloan from Elmwood passed out a list of available spaces. He explained recent sales and transfers. Mr. Stern asked about the discussion of offering spaces to people on the interest list first. Mr. Sloan clarified that Mr. Stern was referring to potential buyers that are not deceased, and then explained they haven't begun contacting people on that list to reaffirm their interest. Mr. Stern expressed concern for people on the waiting list being passed over when plots are sold for the deceased. Mr. Valentine clarified for Mr. Stern that the list is an interest list and not a waiting list.

Mr. Desmond and Manager Valentine commented that the service level from Elmwood has been high.

Mr. Stern asked about digitizing burial records. Larry said they have not started that process.

## **X. SCHEDULE NEXT MEETING**

Ms. DeWeese and Mr. Stern suggested monthly meetings. Meeting times were discussed. After much discussion, it was decided that the first Friday of the month would work. The following schedule was decided:

8:30 am on Friday, Feb 6<sup>th</sup>.

8:30 on Friday March 6<sup>th</sup>.

8:30 am on Friday April 10<sup>th</sup>

8:30 am on May 1<sup>st</sup>.

**MOTION:** Motion by Ms. Peterson, seconded by Schreiner:  
To hold monthly meetings on the first Friday of the month at 8:30 am.

VOTE: Yeas, 6  
Nays, None  
Absent 1 (Gehring)

**XI. OPEN TO THE PUBLIC FOR MATTERS NOT ON THE AGENDA**

**XII. ADJOURN**

The meeting was adjourned at 9:17 AM.